M.R.O. 1—77,006—8-6-37.

(1) Number of pages_____

(2) Date of repair_____

(3) Initials of the Referencer_____

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No. 1867 Press ~~Mis.~~

182-183

Dated 20-12-1883.

7/8

Not to be folded or roughly handled

No. 182. Read the following letter from Captain P. MONTGOMERIE, R.E., Acting Under Secretary to Government, Public Works Department, to Colonel G. W. WALKER, R.E., Secretary to Government, Public Works Department, dated Fort St. George, 8th December 1873:—

The Government in their Order, No. 1638, dated the 10th November 1873, Financial Department, having directed inquiry to be made regarding the loss of a blank form surface pattern transfer-receipt, bearing No. 3278, stated in a letter from the Accountant-General to have been lost by the Superintendent of the Government Lithographic Department, I have the honour to report, for the information of Government, the following circumstances connected with the case.

2. In G.O., No. 847, dated 18th June last, authority was granted for the entertainment of an extra establishment for printing the surface pattern forms* required by the Accountant-General; the paper for the purpose was received on the 4th July, and the work was put in hand at once.

* 8,600 bills.
10,600 transfer-receipts.

3. At the end of each month the forms which had been printed during the month appear to have been despatched to the Accountant-General's Office in packets of 1000 each.

4. The forms contained in the packet from which the one was said to have been lost, after having been numbered by Draughtsman Moottoosawmy (which process is said to have taken one or two days), were counted and packed up by the Moochee named Poongavanam, and handed over to the Printer Annamallee, who had struck off the forms. The packet ought at once to have been taken over to the Accountant-General's Office; but instead of this, it appears to have been kept for two or three days in the Head Printer's drawer until the receipt to be signed by the individual receiving the forms had been filled in. The delay in filling in the receipt was owing to Draughtsman Moottoosawmy, who is also in charge of the correspondence, and does all the writing work of the department, having been absent sick.

5. When the packet was ultimately taken to the Accountant-General's Office by Annamallee, the Form No. 3278 was found to be missing; this man states he did not actually see the forms counted, and even if he had he cannot be more responsible for the loss than any of the other men, the simple and very necessary precaution of sealing up these packets of valuable forms immediately after they were counted not having been taken.

6. The lock of the Head-Printer's drawer is of the most common description, and there does not appear to be any more secure place in the Lithographic Department. I, therefore, consider that the loss of the form in question was owing to the want of a proper lock-up and the absence of any systematic care in despatching the forms.

7. All forms for cheques and other valuable documents, both before they are printed and after they are fully completed, ought to be in the personal charge of the Superintendent himself, and I would recommend that he be allowed a strong

fire-proof safe to keep them in until ready for despatch. The Superintendent should also himself carefully count* all forms and see the packets in which they are enclosed properly sealed before they leave his department.

* There were about 85,000 forms of cheques, &c., issued during the past six months, and the Superintendent appears to think that he could not have verified each of these cheques without interfering with his other duties. His letter on the subject accompanies.

8. During the process of printing the forms which in some cases require three or four different impressions have to be left out to dry all night, and I would suggest the advisability of having a good padlock attached to the drying-box, and the key placed in the charge of the Head Printer who should be responsible for all forms until they are struck off. At present there is no lid to the drying-box, and the forms that are left in it at night may easily be removed by any individual who chooses to make his way through the glass window of the room.

9. As the space, 80 by 36 feet, in which the whole establishment of Draughtsmen and Printers work together, is very limited, the employment of any extra hands in the same room is on this ground alone objectionable; and to avoid as much as possible the necessity of employing temporary outside men, I would recommend that all departments should be required to keep a six months' supply of blank cheque and other forms in their hands, and that they be directed for the future to submit yearly indents on the 1st October in each year to enable proper arrangements to be made for complying with their demands.

From Mr. R. BALDREY, Superintendent and Manager of the Government Lithographic Department, to Captain P. MONTGOMERIE, R.E., Acting Under Secretary to Government, Public Works Department, Fort St. George, dated Fort St. George, 3rd December 1873, No. 20.

With reference to the surface pattern transfer-receipt, No. 3278, stated by the Accountant-General to have been lost by me, I beg to make the following statement for your consideration, with a request that it may be embodied in the report now under preparation by you to elucidate how the loss of the cheque has to a great measure been due.

2. The amount of work, especially the preparation of cheques, has of late been considerably on the increase, and I have frequently applied to the several officers under whom I have served for an increase of establishment, but up to this time without effect. I had in consequence to make the best arrangements I could to carry out the work, and had to depute two Draughtsmen from the few we have—one to number the cheques, and another to examine, enumerate, and arrange the cheques consecutively. This arrangement went on for sometime until, owing to a pressure of work lately, I was obliged to take away the Draughtsman whose duty it was to enumerate the cheques, and to transfer the work to the Moochee of the Department, who, when questioned as to the loss of the cheques, stated very truly that he had his legitimate duties to perform, and could not give his whole attention to the subject. It would certainly require the constant attention of any single person to carefully enumerate and examine the cheques to prevent loss or error in the preparation of them. It would be, I respectfully beg to submit, almost impossible, if the duty of enumerating and examining the cheques devolved on me, as you suggested to me yesterday, to give much attention, if any at all, to the other duties of the department. I trust you will, therefore, be so good as to give my suggestion your kind consideration and obtain the sanction of the Government for the appointment of a person whose sole duty will be to examine and enumerate the large amount of cheques which are turned out of the department. I also beg to state that never out of the lakhs upon lakhs of cheques which have been printed in this office has there hitherto been a single complaint from the several departments supplied regarding the loss of even a cheque.

Transferred to the Financial Department with reference to the orders quoted.

(Signed) G. W. WALKER, Colonel, R.E.,
Secretary to Government, P.W.D.

16*th December* 1873.

No. 183. ORDER THEREON, 20th December 1873, No. 1867.

Communicated to the Accountant-General.

2. The Governor in Council desires that the necessary precautions may be adopted in the Lithographic Press to ensure the safe custody of forms by providing suitable locks for places of deposit, directing that packets be sealed up after counting by a responsible officer, with a memorandum of contents under his signature, and in such other manner as the Supervising Department may consider necessary and sufficient.

(True Extract.)

Chief Secretary.

To the Accountant-General.
,, Public Works Department.

Exd. J. Wright.

Govt. of {1873} Madras.

FINANCIAL.

To

THE ACCOUNTANT-GENERAL,

&c., &c.

Dated December, 20th.

Read.

Rect.

G.O., 20th December 1873, No. 1667.

DECEMBER.
Nos. 182-183.

Lithographic Press.—The necessary precautions ordered to be adopted in the Press to ensure safe custody of forms by providing suitable locks for places of deposit, &c., with reference to the loss in the Press of a transfer-receipt form.

Govt
8.1267

To

The Secretary to Government

Public Works Department

Sir.

The Government in their order No. 1638 dated 10th November 1873 (Financial Department) having directed enquiry to be made regarding the loss of a blank form Surface pattern transfer receipt bearing number 3,278 stated in a letter from the Accountant General to have been lost by the Superintendent of the Govt. Lithographic Depart. I have the honor to report for the information of Government the following circumstances connected with the case.

In G. O. No. 847 dated 18th June last authority was granted for the entertainment of an extra establishment for printing the surface pattern forms required by the Accountant General. The paper for the purpose was received on the 4th July and the work was put in hand at once.

* 8,000 Bills
10,000 Transfer receipts.

At the end of each month the forms which had been printed during the months appear to have been despatched to the Accountant General's Office in

in packets of 1,000 each.

The forms contained in the packet from which the one was said to have been lost, after having been numbered by draughtsman "Mootoosamy" (which process is said to have taken one or two days) were counted and packed up by the Moochee named "Poonganauam" and handed over to the printer "Annamallee" who had struck off the forms. The packet ought at once to have been taken over to the Accountant Generals' Office, but instead of this it appears to have been kept for two or three days in the head printers drawer, until the receipt to be signed by the individual receiving the forms had been filled in. The delay in filling in the receipt was owing to draughtsman Mootoosamy" who is also in charge of the correspondence and does all the writing work of the Department having been absent sick.

When the packet was ultimately taken to the Accountant Generals Office by "Annamallee the form No. 3,278 was found to be missing, this man states he did not actually see the forms counted, and even if he had he cannot be more responsible for the loss than any of the other men. The simple and very necessary precaution of sealing up these packets of valuable forms immediately after they were counted not having been taken

The lock of the head printers drawer is of the most common description, and there does not appear to be any more secure place in the Lithographic Department. I therefore consider that the loss of the form in question was owing to the want of a proper lock up, and the absence of any systematic care in despatching the forms.

All forms for cheques and other valuable documents should be sent before they are printed and after they are fully completed ought to be in the personal charge of the Supt. himself. I would recommend that he be allowed a strong fire proof safe to keep them in until ready for despatch. The Superintt. should also himself carefully count all forms and see the packets in which they are enclosed properly sealed before they leave his Department.

* There were about 85,000 forms of cheques &c. issued during the past 6 months and the Superintt appears to think that he could not have kept each of these cheques without interfering with his other duties. A letter on the subject accompanies this.

During the process of printing, the forms which in some cases require 3 or 4 different impressions have to be left out to dry all night, and I would suggest the advisability of having a good pad-lock attached to the drying box and the key placed in the charge of the head printer who should be responsible for all forms until they are struck off. At present there is no lid to the drying box and the forms that are left in it at night, may easily be removed by any individual who chooses to make his way thro the glass window of the room.—

As the space 80 x 30 in which the whole establishment of draughtsmen and printers must together is very limited, the employment of any extra hands in the same room is on this ground alone objectionable - and to avoid as much as possible the necessity of employing temporary outside men I would recommend that all Departments should be required to keep a six Months' Supply of blank cheque and other forms in their hands, and that they be directed for the future to submit yearly indents on the 1st October in each year

year to enable proper arrangements to be made for complying with their demands.

I have the honor to be

Sir,

Your Most Obedient Servant

Fort St George
8th December 1873

Allan Gomerie Captain R.E.
A.g Under Secy to Government
P.W.D.

5

7

Govt. of India 1873 Madras.
Financial
6
Re Accounts Genl.

Nos. 182. 183.

Subject of reference. Public. Plan of office accommodation & details for the Public Offices in the Palace to be vacated by the Secretariat Staff.

Draft of letter from Govt. Public Works Dept. dated 20 Dec. 1873. No. 1805.

Transferred to the Financial Deptt. with reference to the orders quoted -

C. Walker Colr. & Dr.
Secy to G. S. P. W. D.

16th Decr/73

C/8/12-
Rec.

P. W. 1873 Department
Finl.

No. 6632.

From.

The Sy. Under Secretary
to Govt. P. W. D.

Dated 8th } December/73.
Recd 8th }
Encl. 1. No. 2359

Reporting on the top of a surface pattern transfer receipt by the Lithographic Dept. and making suggestions for the custody of cheques &c.

With an order
Transferred

20 Decr/73 No. 1807.

Comm. & Inds. Dept.

Sir: The Govt. desire that the necessary precautions may be adopted in the Lithographic Press to ensure the safe custody of forms by providing suitable locks for places of deposit - directing that packets be sealed up after counting by a responsible officer like a Treasy. Pr. contents under his signature - in such other manner as the Superintending Dept. may consider necessary & sufficient -

I have &c.

Accd. Copy D. P. W. 5 dated 29/1

180